

Volunteer Opportunities

*Please Note For All Opportunities	Minimum Age Requirement: 18 Additional Requirements: Must have own Transportation Be Fluent in English Willing to Volunteer with People of all ages throughout San Diego County
Title:	Office Assistant
Description:	General office: mailings, copying, phone coverage, and database entry Occasional errands, if willing to drive in local area
Required Skills:	Good telephone etiquette and computer skills
Volunteers Needed:	5
Hourly Commitment:	Minimum of 8 hours per week
Title:	Social Marketing/Networking Coordinator
Description:	Update our Facebook, Twitter, Myspace and UTube pages Edit video's and upload on UTube
Required Skills:	Currently using at least one of the above mentioned social networking pages
Volunteers Needed:	4
Hourly Commitment:	Minimum of 8 hours per week

Title:	Event Assistant
Description:	Assist in set-up and take down of booth display. Represent CVDF at community and employer events. Distribute educational literature to booth visitors.
Required Skills:	Able to stand for several hours and lift 25lbs. Good interpersonal skills and outgoing personality. Willing to drive to events.
Volunteers Needed:	6
Hourly Commitment:	Varies depending on number of scheduled events and length of each event
Title:	Volunteer Coordinator
Description:	Recruit and secure long-term and “on-call” volunteers. Develop and organize special event committees.
Required Skills:	Good leadership and interpersonal skills and outgoing personality. Good telephone etiquette and computer skills. Proficient in Microsoft Outlook.
Volunteers Needed:	2
Hourly Commitment:	Minimum of 8 hours per week
Title:	Marketing Assistant
Description:	Distribute flyers and posters throughout North San Diego County Send press releases and event info. to all mediums via email, fax, and mail
Required Skills:	Good interpersonal skills and outgoing personality. Good telephone etiquette and computer skills. Proficient in Microsoft Outlook.
Volunteers Needed:	4
Hourly Commitment:	Minimum of 8 hours per week

Title:	Blood Pressure and Body Fat Screener
Description:	Perform blood pressure and/or body fat screenings at community and employer events
Required Skills:	Good interpersonal skills and outgoing personality. Able to stand for several hours. Willing to drive to events.
Volunteers Needed:	8
Hourly Commitment:	Varies depending on number of scheduled events and length of each event
Title:	Cholesterol and Glucose Screener
Description:	Perform Cholesterol and Glucose Screenings at community and employer events
Required Skills:	Good interpersonal skills and outgoing personality. Able to stand for several hours. Willing to drive to events.
Volunteers Needed:	8
Hourly Commitment:	Varies depending on number of scheduled events and length of each event
Title:	Fundraising Assistant
Description:	Request sponsorships and in-kind donations from potential supporters Distribute sponsor flyers throughout North San Diego County Send sponsor flyers via email, fax, and mail
Required Skills:	Good interpersonal skills and outgoing personality. Good telephone etiquette and computer skills. Proficient in Microsoft Outlook. Willing to drive throughout North San Diego County
Volunteers Needed:	8 Start date: Oct. 1, 2009
Hourly Commitment:	Varies depending on number of scheduled events and length of each event

Title:	Community Liaison
Description:	Represent CVDF while visiting community organizations Set meetings with program managers to introduce them to our services
Required Skills:	Good interpersonal skills and outgoing personality. Good telephone etiquette and computer skills. Proficient in Microsoft Outlook. Willing to drive throughout North San Diego County
Volunteers Needed:	2
Hourly Commitment:	Minimum of 8 hours per week